

<b>NEVADA DEPARTMENT OF CORRECTIONS</b>	<b>SERIES 300 PERSONNEL AND TRAINING</b>	<b>SUPERSEDES: AR 346 (8/27/87) IB 93-20 (5/4/93)</b>
<b>ADMINISTRATIVE REGULATIONS MANUAL</b>	<b>ADMINISTRATIVE REGULATION 346 NEPOTISM TEMP</b>	<b>EFFECTIVE DATE: 01/20/03</b>

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### **PURPOSE**

To set forth guidelines that will provide clear direction concerning the appointment or retention of a person to a position where the person will be the immediate supervisor or will be in the direct line of authority.

To establish Department expectations concerning the notification requirements and employee compliance requirements.

### **AUTHORITY**

NRS 281.210  
NAC 284.375  
NAC 284.377  
NAC 284.374

### **RESPONSIBILITY**

All staff are responsible to comply with this regulation.

## **DEFINITIONS**

**APPOINTING AUTHORITIES** - Individuals to whom the Director has delegated authority to recommend and implement personnel actions. Appointing authorities may include: Assistant Directors, Medical Director, Wardens, and Administrator Mental Health and Program Services.

**DATING RELATIONSHIP** – Refers to a relationship between a supervisor and an employee who is in the direct line of authority of the supervisor that involves or may reasonably lead to a consensual amorous or sexual relationship. This does not include business lunches or other platonic associations.

**DIRECT LINE OF AUTHORITY** – Refers to an employee's immediate supervisor, that supervisor's supervisor and each subsequent level of supervision through the employee's chain of command to the Director.

**DIRECTOR** - The Director of the Nevada Department of Corrections.

**DIVISION HEAD** – Division Heads include those individuals responsible for the major divisions of the Department; such as Personnel, EEO and Professional Development Officer, Inmate Services, Fiscal, Inspector General's Office, Procurement, Accounting, Offender Management, Stores, and Medical.

**NEPOTISM** – Favoritism or patronage shown, or the use of personal power or professional position to influence, aid, or hinder or harass another in an employment setting by persons in supervisory, management or administrative positions due to a personal relationship.

**SHIFT SUPERVISOR** – An individual supervisory employee of the Department that is responsible for providing supervision to other supervisors and employees of an assigned shift or tour of duty within an institution, facility and/or office of the Department.

**SUPERVISOR** – An employee of the Department that provides supervision and has first lines supervisory authority, and are responsible for the performance and evaluation of subordinate employees. These employees are within the direct chain of supervision, scope and authority.

**SUPERVISORY RELATIONSHIPS** - Are meant to be those that are officially established through management directives. They include responsibility and accountability for assigning work, evaluating performance, hiring, disciplining, etc., as opposed to temporary employment situations caused by an emergency or a special project of limited duration.

**WARDEN** – The administrative officer in charge of an institution of the Department.

## **APPLICABILITY**

This Administrative Regulation applies to all classified and unclassified employees of the Department of Corrections.

## **PROCEDURES**

### **346.01 APPOINTING RELATED PERSONS**

1.1 An appointing authority shall not authorize the appointment of a person to a position, if upon appointment, the person will be the immediate supervisor, or will be in the direct line of authority, of: **(3-4048)**

1.1.1 A spouse, child, parent or sibling of the person.

1.1.2 The spouse of a child, parent or sibling of the person.

1.1.3 An aunt, uncle, niece, nephew, grandparent, grandchild or first cousin of the person.

1.1.4 A person with whom there is a dating relationship.

1.1.5 An ex-spouse of the person.

1.2 An appointing authority shall refuse to consider an eligible person whose appointment to a position will violate the provision of this regulation.

### **346.02 PERSONS WHO BECOME RELATED AFTER APPOINTMENT**

1.1 Should employees of the Department become related in such a manner that, if the relationship had existed when the employees were appointed, the appointing authority would have been prohibited from appointing one of those employees.

1.1.1 The appointing authority shall ensure that, as soon as practicable after the employees become related, the employees do not continue to hold positions in which one of the employees is the immediate supervisor, or is in the direct line of authority of the other employee

1.1.2 Employees who become related after they have been appointed to their positions as described in this regulation, shall within 10 working days after they become related:

1.1.2.1 Notify in writing the appointing authority of the relationship.

1.1.2.2 Submit to the appointing authority a recommendation for action to be taken by the appointing authority to ensure that the employees do not continue to hold positions in which one of the employees is the immediate supervisor, or in the direct line of authority, of the other employee.

1.1.2.3 In determining the manner in which to comply with the provisions of this regulation, the appointing authority is not required to accept a recommendation as submitted.

1.2 An employee will not be assigned to any position where there would be a direct supervisory, management, or administrative relationship to any relative or employee with which one has a relationship as described in this regulation.

1.2.1 This regulation does not prevent an employee, as described, to be appointed to a position under the jurisdiction another Warden or Division Head.

## REFERENCES

None

## ATTACHMENTS

None

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Jackie Crawford, Director

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Date

**CONFIDENTIAL**

      
Yes

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No

**THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.**